

# Brickyard News

*Louisiana Property Assistance Agency*

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## Auction Information

The next two auctions will be on November 11, 2006 and December 9, 2006. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our web-site the week of the auction.

La Property Assistance Agency

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- [www.doa.louisiana.gov/lpaa](http://www.doa.louisiana.gov/lpaa)

## Are they still there?

On occasion LPAA sends emails to every contact in Protégé. We get numerous emails back with errors saying our email could not be delivered. Thinking we have their wrong email address, we call the agency to get it corrected. Instead, we are finding that these users have retired, passed away, been promoted out of the department or no longer work for the agency. We recently ran the User Access Report for the entire state. This report gives information on each user, their access level, and their last date of login. In Volume 1, Issue 5 of the Brickyard News we announced that we will be deleting users who have not logged into Protégé in over a year or who have not logged in within three months of having their ID issued (see that issue for more information).

It has been brought to our attention that property managers are not requesting to delete IDs of people who are no longer at their agency. Keep in mind that Protégé is internet based and these persons can access the system anywhere. If you have a disgruntled employee who has left your agency and you do not cancel their ID, they still have access to your property records. Can you imagine the damage they could do by changing your location codes, changing descriptions, adding bogus assets, and etc.?

Before we begin deleting users at your agency who have not logged in, we are requesting that every agency run their User Access Report (under the Contacts Reports).

If you need anyone deleted, send an email to Rebecca. Keep in mind this could be a finding with the auditors if someone is no longer at your agency and has access to Protégé.. Email [Rebecca.kleinpeter@la.gov](mailto:Rebecca.kleinpeter@la.gov) if you have any questions about Protégé access.



## Through the moves...

We would like to thank all of our agencies for being patient with us through the past few months during the DHH and DSS moves. When agencies

move to new locations we must dedicate our trucks, warehouse personnel and warehouse space to removing the surplus furniture out of their old buildings. During that time we do not pick-up or schedule drop-offs. We are happy to let you know that we will begin to pick-up property and allow agencies to deliver property beginning December and the first of the year. **If your agency is planning to move, please contact your Compliance Officer, or Floyd Rector, months in advance.** This way we can schedule to dedicate our attention

to your agency and assist in removing the surplus from your old offices. On the other hand, an agency move fills our warehouse. Because the agencies who moved went to modular furniture, we currently have a lot of nice wooden desks in the warehouse. We also have hundreds of filing cabinets, numerous bookcases, and storage cabinets available for state agencies at a reduced cost. Feel free to visit our warehouse and check out everything currently available. Remember, if you are not an approved Counter Sale Purchaser, bring a letter from your property manager authorizing you to purchase for your agency.

*Thank You*

## Frequently Asked Questions

LPAA has been holding training classes, as mentioned in the last Brickyard News. We have had great feedback about these classes and how much they have helped our new property/fleet managers and ones who have been there a while. It never hurts to have a refresher course on the Rules and Regulations or on Protégé. With Protégé constantly being updated and improved, we keep you informed by emails and the Brickyard News. Here are some questions that have come up in the last training classes.



**Question: How do I know what my certification/inventory due date is?**

We list your next certification due date on the letter responding to the last certification we received. For example, your FY07 due date is listed on your FY06 certification letter. Your due date is also listed in Protégé. You can go to Contacts > By Agency, then type in your agency number and hit Search. This will bring up an Organization Detail screen for your agency.

**Question: How do I know who has access to my property and fleet records?**

To know who has access and what level they have, you can run a report in Protégé. Click Reports > View Reports > Contact Reports, and run the User Access List for your agency. This report lists who has access to the system, their access level, and last login date. The access levels are as follows:

*Agency Manager—full access to more than one agency*

*Agency User—full access to one agency*

*Fleet Manager—fleet only access to one or more agencies*

*Read Only Manager—read-only access to more than one agency*

*Read Only User—read-only access to one agency*

**Question: Where do agencies get decals for their vehicles?**

Most agencies get their decals from Prison Enterprises. They can be contacted at 1-800-256-9646. Decals are put on vehicles by LPAA at the time of pick-up. If you need to request an "Official Use Only" sticker, a "Buckle-up Louisiana" sticker, or a "Don't Trash Louisiana" sticker, you can contact Rebecca Kleinpeter or your Compliance Officer.

**Question: Other than the training done for property/fleet managers, do you train employees?**

Yes. At the request of an agency, we can train personnel on their responsibility for state property. The training only pertains to employees and not property liaisons. It does not include Protégé, only the Rules & Regulations on property and fleet. It can be done onsite at LPAA or at your agency. To request this, please email [Rebecca.kleinpeter@la.gov](mailto:Rebecca.kleinpeter@la.gov).

**Question: If an auditor comes in and requests copies of information that I do not have, can we get copies from you?**



Yes. Chances are, if you already have an auditor there then it is too late. Look in your files before they get there to be sure everything is in order and you have all required paperwork. If you don't, then contact us now. This way you will have all your information and property records available without having to scramble to call LPAA for copies.

**Question: Can state employees come to the monthly auction or bid on GovDeals?**

Yes. The only persons that can not participate in the auctions are employees of the Office of General Services, which includes LPAA, LFPAA, Printing, Forms Management, and State Mail. All others are welcome to come to the auctions and purchase items for individual use.

**Question: If I get an error that there was something wrong with my login, what do I do?**

Chances are if you are getting an error and have not logged into the system in over 30 days, then that error means you need a new password. Its no secret that it was mandated by an OIT policy that pass words expire every 30 days. If you need a new password, email [Rebecca.kleinpeter@la.gov](mailto:Rebecca.kleinpeter@la.gov) to have it reset. You can also follow the steps on the Incircuit home page where it says "Need help signing in?" Keep in mind that Chad Beard no longer works at the agency and can not change your password. Although he has been gone for over 8 months, people are still emailing him for help.

If you have more questions, you can contact your Compliance Officer or Rebecca Kleinpeter.

## Using Descriptions in Protege

Many Property Managers still remember AM18, the statewide property system before Protégé. In AM18 you were not able to type a description of property because everything was coded with numbers. We are beyond the days where “185206” meant “chair.” With Protégé, you can now type in a distinctive description for each asset.

When adding an asset to Protégé, you have the option to add a description. If you do not enter anything in the

Description

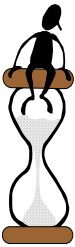
description field then the class field will default. We encourage agencies to use a description rather than just the class default. Doing so could help you in numerous ways. You can identify property easier during inventory, during an audit, when surplus items or when spot checking your inventory.

For example, at inventory time if you are using a printout and have an office building with 30 printers, it may be easier to find a “HP 4000 3 Tray Laser Printer” than just a “printer.” If your agency has numerous vehicles of the same style or color, you can assign a unit number to the vehicles. Then at inventory time the vehicle will be easier to find if you know you are looking for “#4—2000 Green Ford Taurus” instead of just a “Ford Taurus.” It is much easier to find a “Left Handed Cherry Wood Secretary Desk” than to find just a “desk.”

Description

We encourage you to break out the adjectives and enter a description that could help you in the future.

## Slow Reports?



So many times we get calls saying the reports are slow. Here is a scenario of what is happening. You run a big report, it doesn't come up in 2 minutes and you close it and run it again. When you close a report before it completes, it stays “in queue” until it completes. This means that if you cancel that report and run it again, the queue shows you are running that report twice, which slows down Protégé and the reports. We understand that at times the program does have a glitch and we do have to report it to Incircuit, but most “slow reports” calls are because people have numerous reports in queue. One way to help this is not to close a report until it has completed pulling. After 20 minutes a report will time out and not pull. If the report you run takes 10 minutes or longer, then we expect you to call us or send a support request.

Let me bring you back to the AM18 days...before Protégé agencies had to request a report from LPAA. LPAA had to request that report from another agency. That agency would have to print the report, and mail it to LPAA. LPAA employees would have to sort the reports by agency, then mail it to that agency. It would take almost a week for an agency to get a copy of their inventory. With Protégé, if a report takes 5-7 minutes to run, be glad that we no longer have to wait a week for a report. If you are having problems with running reports or reports timing out on you, email Rebecca.

## Important Reminders

- Don't forget to send the Legislative Auditors a copy of your inventory. Their mailing address is P O Box 94397, Baton Rouge, LA 70804.
- Check out the new fleet reports in Protégé. The new Past Due Maintenance report will show you what preventative maintenance needs to be completed!
- When completing your inventory certification, always use a Certification Report. Those reports have signature lines.
- State office closures will be November 7th, November 10th, November 23rd, December 25th & 26th, January 1st, and January 2nd.
- We will continue to hold training classes beginning late January. With the holidays, we always have low registration and rarely enough people to fill up a class. If you have any questions until then, please call your Compliance Officer.

